

FFVP Claim Form Workbook Instructions

This document provides instructions for the entire Claim Form Workbook and is divided into two sections: Supplemental Claim Form and PI-1086 Program Fiscal Report

Supplemental Claim Form (yellow, red, green and purple tabs)

1. Claim Cover Worksheet

- Access the **Claim Cover** worksheet (the tab is located at the bottom of the page). This is the front page of the claim form, the tab is yellow.
 - a. Enter district and site information:
 - District Number / Agency Code** – Column B, Row 3
 - Grant Number** – Column B, Row 4
 - District Name** – Column B, Row 5
 - School Name** – Column B, Row 6
 - School Year** – Column D, Row 3
 - Report for Period Ending** – Column D, Row 4
 - This must match the same date reported on the PI-1086 Form for Report for Period Ending.
 - No. of Serving Days** – Column D, Row 5
 - Report the number of days that fruits and vegetables were served to students.
 - b. Under ‘Preparer’ section enter for:
 - Claim Preparer Name** – Column B, Row 20
 - Claim Preparer Email** – Column B, Row 21
 - Claim Preparer Phone** – Column D, Row 20
 - Signature** – Column B, Row 22
 - This form must be signed by the Claim Preparer or the claim will not be processed and your school will not be reimbursed.
 - Date** – Column D, Row 21

2. Fruits, Vegetables, and Op and Admin Costs Worksheets

Remember! Reimbursement is for items and labor already paid for by your school. You cannot claim for expenses your school has not yet paid for itself.

Each month you are to submit Claim Form PI-1086 for reimbursement for items that were paid for in the specific month of reporting, and not for items specifically served in that month. On this Supplemental Claim Form you are to list the specific items purchased to reflect the combined amount reported on the PI-1086 form.

EXAMPLE: You are submitting a claim for December 2009 (due January 15, 2010). You will list items on invoices and/or receipts that were paid for during the month of December; this will most likely include food from invoices dated in November, and will most likely NOT include every snack served in December since some of the items served toward the end of December will be listed on invoices that will be paid for in January.

Labor is to be reported the same way. Claim for labor **already paid** to employees on payroll dates in the specific month of reporting and NOT the specific hours worked in December, as some of these hours will be paid to employees in January and will thus be claimed on the January reimbursement claim.

- Access the **Fruits** worksheet (the tab is located at the bottom of the page, it is red).
Enter the fresh fruits listed on invoices that were paid during this calendar month. Enter each item separately, listing:
 - Invoice Date – date on invoice that was paid during the current month of reporting.
 - Service Date – date the specific fruit was served to students.
 - Fruit Description
 - Size/Weight of Shipping Unit
 - Number of Units
 - Cost per Unit

The Total Costs column will automatically be calculated for you and the sheet will total the purchases of fresh fruits. The total will appear at the bottom of the sheet and also on the Claim Cover Worksheet page.
- Access the **Vegetables** worksheet (the tab is located at the bottom of the page, it is green).
Enter the fresh vegetables listed on invoices that were paid during this calendar month. Enter each item separately, listing:
 - Invoice Date – date on invoice that was paid during the current month of reporting.
 - Service Date – date the specific vegetable was served to students.
 - Vegetables Description
 - Size/Weight of Shipping Unit
 - Number of Units
 - Cost per Unit

The Total Costs column will automatically be calculated for you and the sheet will total the purchases of fresh vegetables. The total will appear at the bottom of the sheet and also on the Claim Cover Worksheet page.
- Access the **Op and Admin Costs** worksheet (the tab is located at the bottom of the page, it is purple). This section is separated into four sections:
 - Operating Costs – Non-Food Items
 - Operating Costs – Labor
 - Administrative Costs – Equipment
 - Administrative Costs - Labor

Enter any operating costs or administrative costs paid for during this calendar month; provide as much detail as possible. Enter each item separately.

The column for each of the four sections will automatically be calculated on this sheet and will also appear on the Claim Cover Worksheet page. This sheet will also display the Grand Total Fruits, Vegetables, and Operating and Administrative Costs for the specific claim period.

3. **Final Steps**

- Access the Claim Cover Worksheet (front page, yellow tab). In the center of the page, the total costs for fruits, vegetables, operating and administrative costs will be listed. A total claim amount will also be listed. This must match the amount recorded on your PI-1086 Program Fiscal Report for **Amount Requested this Claim**. If the amounts are not the same your claim will not be processed.
- PI-1086 is the blue tab in the Claim Form Workbook. Instructions for completing the PI-1086 Program Fiscal Report are below.
- Once you have completed both PI-1086 and supplemental claim tabs, save the Claim Forms Workbook to your computer with a descriptive name including the claim month.
- Next, print the workbook. Once in the print dialogue box, under the 'Select What' box, choose 'Select Entire Workbook.'
- Preparer sign on first page. Submit one original signed copy or fax, along with PI-1086 Form, to Jacque Jordee:

ATTN: Jacque Jordee
Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841

Fax: 608-267-9207

If you have any questions regarding this form, please contact Linda Handel (linda.handel@dpi.wi.gov), 608-266-2741.

PI-1086 Program Fiscal Report (blue tab)

Use this guide to assist you with completing the PI-1086 form. Some of the amounts will be automatically calculated for you when you complete the form in the Claim Forms Workbook.

District Number	You School's Agency Code
Project Grant #	1 st allocation: 10-Agency Code-FFVP-A
	2 nd allocation: 10-Agency Code-FFVP-B
Project Name & Program Specify	FFVP
Report for Period Ending	This date will be the last day of the month for which you are claiming. Example: Filing a claim for reimbursement for October will be dated 10/31, November will be dated 11/30, etc.
Name of Person Preparing this Report	Name of person completing this report
Telephone Number	Of person completing report: Very Important!
Email Address	Of person completing report
Account Code	Publics Schools: WUFAR codes
	Private: Do not need to complete
Account Name	Based on budget line items from 6101 Budget Forms, examples: Operating Costs – Labor Operating Costs – Food/Other Administrative Costs – Labor Administrative Costs - Equipment
Approved Budget	Amount from line on your approved 6101 Budget Form
Unliquidated Encumbrances	Nothing should go in this box. Leave this column blank.
Total Disbursements	Total spent out (to date). This number will increase each time you file a claim during the same allocation time period.
Unencumbered Balance	This number will be the amount in the <i>Approved Budget</i> column – (minus) the amount in the <i>Total Disbursements</i> column. This amount will decrease as you file claims during the same allocation time period.
Total Funds Received to Date	First claim of each allocation: \$0
	Subsequent claims: Will be the amount you have received to date, or, number in the <i>Total Disbursements to Date</i> column from the previous claim form sent in
Total Disbursements to Date	Same as TOTALS box at the bottom of the <i>Total Disbursements</i> column
Cash on Hand at End of Period (Will always be a negative amount)	<i>Total Funds Received to Date</i> – (minus) <i>Total Disbursements to Date</i>

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Type of Report	Always 'Partial Claim' until last claim form, which is 'Final Claim.'
Amount Requested	Same as Cash on Hand. This amount should also be the same as the amount shown on the Claim Cover tab (yellow) for Total Claim amount.
Signature of District/Agency Administration	Please sign and date